

ATTACHMENT A

SCHEDULE OF DOCUMENTS - FOI 2922

Doc No.	Date	Pages	Description	Decision on Access¹	Exemption
1	28 June 2021	3	Email	RIE	section 22 (Part)
2	21 July 2021	3	Email	RIE	section 22 (Part)
3	2 July 2021	3	Email	RIE	section 22 (Part)

¹ RIE = Release with Irrelevant and Exempt Information Removed

From: [Comcare](#)
To: [s22](#)
Subject: Reminder COVID-19 guidance and information
Date: Monday, 28 June 2021 4:52:06 PM

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Maintain COVID-safe workplaces

THIS DOCUMENT HAS BEEN RELEASED UNDER
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BY THE DEPARTMENT OF HEALTH

Reminder COVID-19 guidance and information

A range of new COVID-19 restrictions have been introduced across the country that will impact many employers and workers.

Whether current restrictions have changed in your location or for your team, clients or customers, Comcare has guidance that can help:

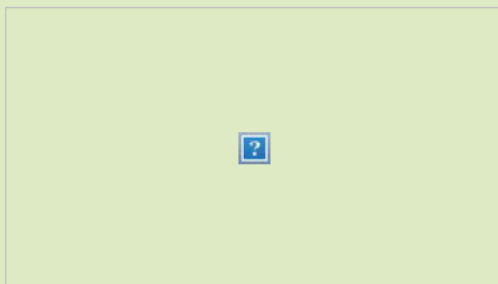


- [Face masks](#) - general information, plus an instructional poster on [how to safely wear a face covering poster](#)
- [Maintaining a COVID-safe workplace](#) - list of measures for workers and employers, plus a [poster that can be displayed in the workplace](#)
- [Working from home or remotely guidance and checklists](#) - Important tips for workers and employers on their roles and responsibilities
- [WHS duties and risk management](#) - important information for employers.

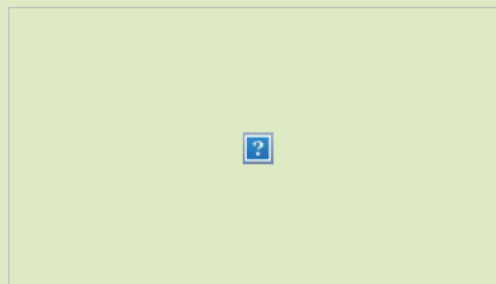
Training and education

Workers, managers, and supervisors are encouraged to complete our self-paced online learning on how to safely wear face masks and maintain a COVID-safe workplace.

Safety and prevention in a pandemic - PPE, Facemasks



Managing work health safety (WHS) risks related to COVID-19



Comcare will continue to monitor the evolving COVID-19 situation and issue further guidance as needed. In the meantime, for the latest news and developments, including current border closures and arrangements, please stay updated via the relevant [state or territory government website](#) and follow the public health advice in their jurisdiction.

Comcare

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From: [Comcare](#)
To: [s22](#)
Subject: Working from home | Guidance and resources
Date: Wednesday, 21 July 2021 10:09:20 AM

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Working from home: WHS guidance and resources

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Working from home guidance

With lockdowns and restrictions affecting our most populous states, Comcare is reminding employers and workers about the need to manage risks for home-based work.

Health and safety obligations also apply to home-based work - a home workplace should meet the same requirements as any usual place of work.

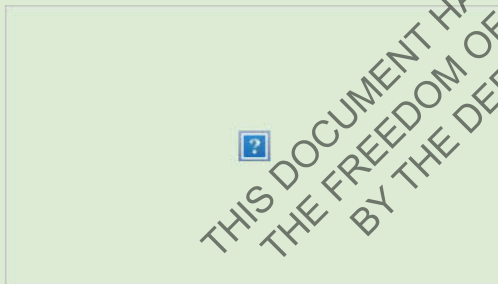
Comcare has a range of practical guidance and resources to help ensure safe and healthy remote work:

- [Working from Home guide for employers](#)
- [Working from Home guide for employees](#)
- [Working from home or remotely - guidance and checklist](#)
- [Looking after your mental health - fact sheets](#)
- [WHS duties and risk management](#)
- [Maintaining a COVID-safe workplace](#)

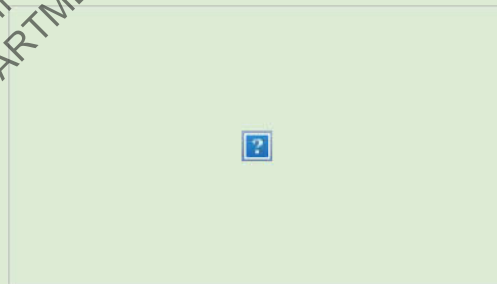
Training and education

Workers, managers, and supervisors are encouraged to complete our self-paced online learning on how to safely wear face masks and maintain a COVID-safe workplace.

Safety and prevention in a pandemic - PPE, Facemasks (4-minute micro-learn video)



Managing work health safety (WHS) risks related to COVID-19 (available on Comcare LMS)



These and other online courses are freely available and can be accessed from our learning management system, [Comcare LMS](#) (login or create an account). All of [Comcare's education and training products](#) are also listed on our website.

Reminder: Employers are required to [notify Comcare](#) of all COVID-19 cases that are work-related, including cases acquired while working overseas, and should follow the [public health advice in their jurisdiction](#).

Comcare will continue to monitor the evolving COVID-19 situation and issue further guidance as needed.

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From: [Comcare](#)
To: s22
Subject: COVID-19 important reminder for employers and workers
Date: Friday, 2 July 2021 4:40:26 PM

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Maintain COVID-safe workplaces

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Maintaining COVID-safe workplaces during current outbreaks

Comcare is reminding employers and workers to remain vigilant and maintain safe and healthy workplaces as the COVID-19 situation continues to evolve nationally.

There are varying public health orders in force across all jurisdictions, driven by outbreaks of a new strain of the virus. It is timely for employers to assess existing plans and controls and ensure they remain robust in the current environment.

In particular, Comcare is encouraging employers to:

- Review current COVID-19 risk plans and consider their effectiveness as situations change in each state and territory
- Continue to consult with workers to ensure that risks are being appropriately addressed
- Refer to official [state and territory government coronavirus information and public health advice](#).

Notifiable incidents

Employers are also reminded to [notify Comcare of all COVID-19 cases](#) that are work-related, including cases acquired while working overseas, and should follow the public health advice in their jurisdiction.

Comcare resources

Comcare has extensive COVID-19 guidance and resources to support employers and workers, including:

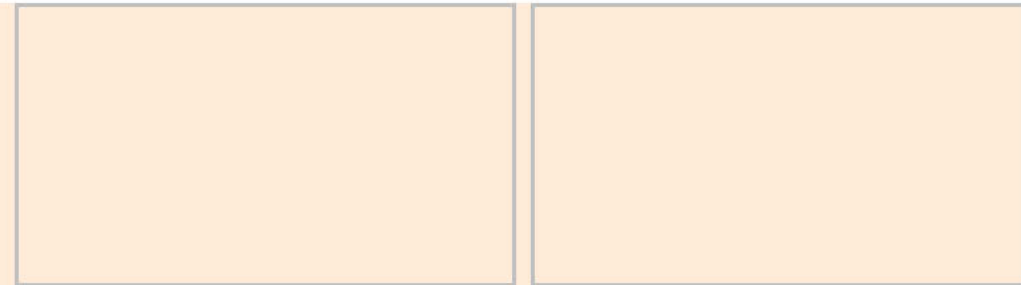
- [WHS duties and risk management](#)
- [Maintaining a COVID-safe workplace guidance](#)
- [Maintaining a COVID-safe workplace poster](#)
- [Working from home or remotely - guidance and checklists](#)
- [Face masks and to how to safely wear a face covering poster](#)
- [Looking after your Mental Health factsheets](#)

Training and education

Workers, managers, and supervisors are encouraged to complete our self-paced online learning on how to safely wear face masks and maintain a COVID-safe workplace.

**Safety and prevention in a pandemic -
PPE, Facemasks**

**Managing work health safety (WHS) risks
related to COVID-19**



Comcare will continue to monitor the evolving COVID-19 situation and issue further guidance as needed.

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